



# Small Local Business Enterprise Newsletter

## Supporting Small Business

**We  
support  
you**

Central Services Department continues to support small business through Covid-19. To enhance safety for all and to better serve the community, online submittals of certification applications and supporting documents are accepted. The Certification Application Submission portal can be found on the Clayton County Government website, under Central Services and Small Local Business Enterprise Program or accessed directly at <https://slbe.claytoncountyga.gov/>.

For questions about applications and required submittals, contact [centralservices.slbe@claytoncountyga.gov](mailto:centralservices.slbe@claytoncountyga.gov).

## Achievement



On December 4, 2020, the Central Services Department was presented with the *25th Annual Achievement of Excellence in Procurement Award*. The Central Services Department is one of only 11 agencies in Georgia and one of only 40 counties in the United States and Canada to earn the 2020 Achievement of Excellence in Procurement (AEP) Award. This prestigious honor is awarded to those organizations that demonstrate excellence by obtaining a high score based on standardized criteria.

In 1995, the National Procurement Institute, Inc. (NPI) established a program designed to recognize organizational excellence in public procurement. The Achievement of Excellence in Procurement is awarded annually. This prestigious award is earned by those organizations that demonstrate excellence by obtaining a high score based on standardized criteria. The criteria are designed to measure innovation, professionalism, productivity, e-procurement, and leadership attributes of the procurement organization. The criteria for receiving the award, as established by the NPI Board of Directors, requires that the nominee has made outstanding contributions to the development and progress of NPI and the public procurement profession. The AEP standards measures and provides benchmarks for public procurement best practices.



# SPLOST in Review

Clayton County ended the year with its 5th Annual Networking Vendor Fair— SPLOST Projects—Pennies for Progress. The event was virtually held on December 10, 2020 and was the first virtual event of this kind for Central Services Department. There were over 178 in attendance consisting of the small business community, Clayton County staff, Clayton County Officials and agency representatives from City of Atlanta, Georgia Department of Transportation, Fulton County and MARTA.

Breakout sessions presentations included topics on the Small Local Business Program; Diversity and Inclusion; Disadvantaged Business Program and Compliance in Contracting; Lessons Learned in SPLOST Project Management and updates on current SPLOST funded projects, upcoming SPLOST Vertical and Roadway projects.

For more information on SPLOST funded projects with Clayton County, visit <https://www.claytonsplost.com>.



## Business Certifications

Business certifications are a huge part of small business growth. Clayton County seeks certified businesses to perform on certain contracts, where subcontracting opportunities exist. Learn about how small business certifications can increase your opportunities to do business with Clayton County. Click [https://www.youtube.com/watch?v=kqb6JU\\_ZNDU&feature=youtu.be](https://www.youtube.com/watch?v=kqb6JU_ZNDU&feature=youtu.be) to hear about how to get certified and its benefits.



Clayton County Central Services is upgrading its Prism Compliance Management Portal. The new upgrade will include a certification module to receive and process business applications.

The upgrade comes at an opportune time, as the County is increasingly doing business with its business community using the latest technology. The process will offer paperless receiving and processing of applications through a configured workflow system. Applicants will be able to see the status of their application within the system. Upgrades are expected to be completed and the system launched early Fall 2020.

# Opportunities

Clayton County welcomes the opportunity to do business with you.

Before you engage in doing business with the County, be aware of solicitation limits by procurement methods.

The One (1) Quote procurement method is used when a purchase does not exceed \$5000.00.

Three (3) Quotes are obtained for all purchase requests over the sum of \$5000.00 and up to \$74,999.99

Request for Quotes (RFQ) may be used when a purchase request is for a service such as installation or repairs, and is between \$5000.01 and \$74,999.99 and requires insurance. A contract will be attached to the RFQ, and will include a solicitation form, compliance requirements, insurance requirements and requested form submittals, along with a copy of the draft contract.

Invitation to Bid (ITB) is a competitive sealed bid process for cost of services or commodities \$75,000.00 or greater. Specifications are usually clear and defined and cost is the primary basis of the award.

Request for Proposal (RFP) is a competitive process used when the Sealed Bid method is not practical or advantageous. Cost is NOT the primary consideration. RFPs are usually used to procure service contracts, highly technical equipment, etc. This process requires an Evaluation Committee to review proposal submittals.

## Upcoming Bid Opportunities

All solicitations can be found in their entirety on the Central Services Department webpage at [www.claytoncounty.gov](http://www.claytoncounty.gov).

- Construction of The Clayton County Fueling Center
- Construction of Clayton County Fire Station #9
- Construction of Clayton County Fire Station #15
- Small Business Trade Center
- Archive Records Building
- Various Roadway Construction
- Full Concessions at International Park

## Annual Contracting Opportunities

Below is a partial list of current annual contracts and their expiration dates. The complete Annual Contracts list can be found in its entirety on the Central Services Department webpage at [www.claytoncounty.gov](http://www.claytoncounty.gov).

Project	Expiration Date
Vent Hood Cleaning for Clayton County, Georgia	2/14/2021
On-Call Transportation Right of Way Acquisition	3/17/2021
Alarm System Monitoring	5/28/2021
Interpreter Services for Juvenile Court	6/13/2021
Architectural, Engineering and Design Services	7/31/2021





# Welcome to the Team

## WE WELCOME OUR NEWLY CERTIFIED FIRMS!!!!

VENDORS	DESCRIPTION
Dixon Law Group, LLC	Office of Lawyers, Title Abstract and Settlement Offices Other Activities Related to Real Estate and other Legal Services
Helix Group, Inc.	Construction, grading, utility construction
Odyssey Training Solutions, LLC	Professional Management & Development Training Computer Training & Consulting
Optimizing Business Solutions, LLC	IT., Process Improvement, Project Management, Management Consulting
PLB Construction Services	Pavement, Highway, Road Street, Bridge or airport runway. Commercial Building Construction



★★★★★★★★★★★★★★★★★★  
 ★ **Certified** ★  
 ★ **Businesses to** ★  
 ★ **Date** ★  
 ★ **157 SLBEs** ★  
 ★ **99 MWBEs** ★  
 ★ **5 LVPs** ★  
 ★★★★★★★★★★★★★★★★★★

# Moving Forward



Clayton County will launch its online bidding process on February 10, 2021 for One-time Purchases and Annual Contracts Commodities. Vendor training is ongoing for select commodities.



# Virtual Business



Central Services Department seeks to continue to inform our small business community of certification and business opportunities with Clayton County. All workshops will continue to be conducted virtually via Zoom webinars.

Meetings and interviews with business suppliers and applicants will be scheduled and conducted virtually.

# SLBE Events

Register to join this virtual event: <https://dobizclayton.eventbrite.com> for more information visit <https://www.claytoncountyga.gov/government/central-services/small-local-business-enterprise-program>



Where the World Lands  
and *Opportunities*  
Take Off

## Clayton County Central Services Small Local Business Enterprise (SLBE) Program

# How to Do Business with Clayton County



Come learn the systematic process of doing business with Clayton County. Learn where to find resources for a business license, certifications, and contracting opportunities. This workshop is an overview. Join Us Virtually!

Tuesday, February 16, 2021  
10:00 am -11:30 am  
Virtual Workshop

MUST RSVP TO ATTEND <https://dobizclayton.eventbrite.com>

For more information, contact: Clayton County Central Services  
770-477-3587